

Blue Ridge Community College  
Board of Trustees Meeting  
May 9, 2016, 5:00 p.m.  
Transylvania County Campus  
Room 140

The Board of Trustees of Blue Ridge Community College met on Monday, May 9, 2016, at 5:00 p.m. on the Transylvania County Campus, Room 140.

The following members were present:

John McCormick	Chip Gould	Dee Dee Perkins
Andrew Tate	Mark Morse	Josh Hallingse
Jeremy Gibbs	Andrew Riddle	Kohlann Flynn
Kelly Leonard	Duke Woodhull	Patricia Jones
Bill Ramsey	Betty Gash	Priya Balakrishnan

The following members were excused:

Others attending:

Molly Parkhill	Alan Stephenson	Chad Merrill
Ann Green	Carolyn Alley	Maria Stoneman
Lee Anna Haney	Peter Hemans	Glenda McCarson
Brenda Conner	Chad Donnahoo	Katie Breckheimer
Joe Sanders	Rebekah Robinson	

Chairman McCormick called the meeting to order and welcomed Trustees and guests. Chairman McCormick presented the SGA President, Priva Balakrishnan with a bouquet of flowers and thanked her for the outstanding work she has done as an Ex-officio of the Board, as well as, her work on the State Board.

### **Friends of the Oklawaha Greenway Presentation**

Chairman McCormick introduced Mr. Joe Sanders and Ms. Rebekah Robinson to present information to the Board on the Oklawaha Greenway. Mr. Sanders provided background information and presented the advantages a pedestrian and bicycle friendly amenity would be to Henderson County and Blue Ridge Community College. All questions were addressed.

### **Ethics Statement**

Chairman McCormick read the following Ethics Statement:

Board Members, Madame President and financial and administrative staff:

- a. You are reminded that you have a duty to avoid all conflicts of interest, potential conflicts of interest, and appearances of conflicts of interest.
- b. Do any of you know of or anticipate any conflict of interest, potential conflict of interest or appearance of conflict of interest regarding the matters on the agenda for today's meeting?

No conflicts were reported.

### **Approval of Agenda**

Chairman McCormick informed Trustees of an additional item on the agenda under new business – *VIII. New Business – (m) Approval of Resolution of Support for Oklawaha Greenway*. There being no other changes to the agenda, Duke Woodhull made a motion to approve the agenda with the additional item under new business. It was seconded by Andrew Tate and passed without dissent.

### **Minutes Approval**

Chairman McCormick informed Trustees that the minutes from the March 21, 2016, regular session had been posted to the Board web site. Kelly Leonard made a motion to approve the regular session minutes; it was seconded by Jeremy Gibbs and passed unanimously.

### **President's Evaluation Committee**

Committee Chair, Pat Jones informed Trustees that in accordance with North Carolina Administrative Code, the President's Evaluation Committee met on May 3, 2016, for the purpose of conducting the President's annual evaluation. The Committee reviewed the president's evaluation forms that were completed by Trustees. After reviewing a summary of the evaluation forms, the committee met with President Parkhill and discussed her accomplishments for the 2015-2016 academic year.

The Committee determined that in all areas evaluated the President's performance was above average to outstanding. A letter will be sent to the Chairman of the State Board of Community Colleges and the President of the North Carolina Community College System acknowledging completion of the President's annual evaluation.

Discussion arose regarding the evaluation forms completed by Trustees should be sent directly to the President's Evaluation Committee Chair. After discussion and all questions were addressed, it was the consensus of the Board that next year's evaluation forms should be compiled and summarized by the committee chair.

### **President's Report**

President Parkhill informed Trustees that a copy of the President's Report has been posted to the Board Web site for their review. Dr. Parkhill encouraged Board Members to contact her if they had any questions regarding the report. The full report is attached and made a part of these minutes. President Parkhill highlighted the following items:

- A copy of the “Writing from the Ridge” was distributed to Trustees complements of Katie Winklers’ Creative Writing class.
- The North Carolina Community College System office has recommended renewal of the College’s Environmental Health and Safety contract for fiscal year 2016-2017. This will be the sixteenth year that the College has held this service contract. The amount that we are requesting for this fiscal year is \$280,000. This is a 3% increase from last year and reflects additional funds to cover the cost associated with the purchase and maintenance of new and existing Indoor Air quality monitoring equipment and the addition of a permanent part-time office assistant.
- The College’s summer operating hours will begin May 16, 2016 and run through July 22, 2016. During this time administrative offices will be open Monday through Thursday from 7:30 a.m. to 5:30 p.m. and will be closed on Fridays. The 4-day workweek schedule results in energy savings for the College.
- The College hosted a Command Staff Training for Mass Violence Incidents on Monday, April 4. After more than seven months of preparation, this full scale training event focused on law enforcement, fire-rescue, EMS and facility command staff members of facilities around the area, coming together in a collaborative effort to update training techniques that would be necessary to handle mass violence incidents at the command level. The eight-hour training course incorporated all methods of instruction from traditional classroom work to active demonstrations. Additional training is planned for May where college employees, as well as, the Early College High School, will be able to sign up to participate. As part of the Exercise, participants will also be able to attend the first of several sessions of SAFE Active Shooter Training. The College Leadership participated in this type of training in April. Future SAFE training sessions will be scheduled.
- On May 5, Disney Institute held a 90-minute training from 8:30 to 10 a.m. for employees on Quality Service. As one of the most recognized names in professional development, Disney Institute provides professionals from the private, public, and social sectors worldwide an opportunity to experience courses grounded in the time-tested success and insights from The Walt Disney Company.
- The Office of State Budget and Management (OSBM) recently released changes to the State travel policies and regulations that must be incorporated into the College travel reimbursement process effective March 1, 2016. The changes require the College to utilize a college owned vehicle or use a rental car utilizing State term contract through Enterprise Rent-A-Car, National Car Rental or Hertz. If employees elect to use a personal vehicle and the actual round-trip mileage is over 75 miles, the College may reimburse the employee at a rate of no more than 34 cents per mile. The College has reviewed options and has determined that the most cost effective method would be to purchase a third vehicle for the College motor pool using institutional funds collected through the motor pool budget. The cost of the new van is \$22,500.
- The Golden LEAF Foundation awarded Blue Ridge Community College (BRCC) a \$1,087,500 grant to provide students, the community and the region with state-of-the-art equipment for healthcare education and training. The Golden LEAF grant will equip healthcare training facilities at the new Health Sciences Center with surgical and mannequin-based simulations, providing realistic hospital and healthcare experiences through a high-fidelity simulation lab.
- Ninety-nine fifth grade students from Edneyville Elementary toured BRCC’s Henderson

County Campus and viewed demonstrations from several program areas. Faculty members also participated in Career Day at Edneyville Elementary held during the same week of their BRCC tour.

- Eighty students and 12 faculty from Rosman Middle School and 75 students and 6 faculty from Hendersonville Middle School toured campus and viewed twelve program areas and discussed educational options at BRCC.
- BRCC faculty and recruiter, Rita Blythe, set up displays and an information table for BRCC opportunities at West Henderson, East Henderson, and North Henderson high schools at their recruiting fairs. 95 applications for Career and College Promise (classes while enrolled as a high school student) have been received from West Henderson as a result of the recruiting fair there. Applications are still pending at North and East due to their schedule for registering students.
- The May Graduation Ceremony will be held this Saturday, May 14, in the outdoor area of the Killian Building Terrace, weather permitting. State Board Member and past Trustee, Candler Willis will join us on stage to present the NCCCS Staff Person of the Year award to Gary Heisey.
- Representative Chuck McGrady has introduced HB 956 into the NC General Assembly regarding our Innovative High School construction project. This bill allows for the construction without having to get prior approval of the State Board or without having to work with the State Construction Office. The bill is presently in the House. The College has submitted our construction project request to be placed on the next meeting agenda of the State Board just in case HB 956 does not pass.

President Parkhill stated that Times-News had approached the College for information regarding HB2 and federal funding the college could potentially lose.

Chad Donnahoo presented information to Trustees on HB2. Mr. Donnahoo provided a timeline, a brief breakdown of the bill language, and how HB2 affects community colleges. All questions were addressed.

### **Financial Report**

Carolyn Alley, reviewed the Current Financial Condition Report and Narrative which was posted to the Board website prior to the meeting. Ms. Alley informed the Board that the College is looking at a potential \$750,000 shortfall next year and therefore, has restricted spending to only mission critical items for the balance of the current year. All Questions were addressed.

### **Current Capital Projects Update**

Chad Merrill provided an update on completed and on-going projects for both the Henderson and Transylvania County campuses. Dr. Merrill identified projects that have been completed since the last Board meeting and stated that all projects identified for the 4<sup>th</sup> quarter are on track to be completed on time. All questions were addressed.

## **Educational Foundation Report**

Ann Green, Executive Director, reported on contributions total \$462,462 through March 31 with assets at \$10.3 million. Investment returns were -0.04 for the quarter and 4.84% and 5.26% for the trailing three and five years, respectively.

Ms. Green reported to Trustees on the following gifts to the Educational Foundation:

- Carl and Jean Schoendorfer gifted \$5,000 from their donor advised fund with Fidelity Charitable. Two thousand five hundred is unrestricted and \$2,500 is designed for the Carl and Jean Schoendorfer Scholarship.
- Susan Oldham has donated a Carl Zeiss Axioscope 40 Microscope to the Arts and Sciences Department. It has a fair market value of \$6,597.50.

Ms. Green informed the Board that a new annual scholarship has been established the Valley Hill Fire and Rescue Robbie Cramer Scholarship. The Valley Hill Fire and Rescue honors Robbie Cramer, their frequent visitor and friend with Down syndrome and Alzheimer's dementia. The \$1,500 scholarship is intended to assist a student who displays academic achievement, a commitment to serving others (in school, in the community or at home), a strong work ethic, and leadership qualities. The recipient must be a resident of Henderson County, with a financial need who is currently a senior in a Henderson County high school and pursuing an associate degree in Fire Protection Technology, Criminal Justice Technology, Emergency Medical Science, or Emergency Management Technology. This scholarship may not be renewed for a second year.

Ms. Green stated that Diane Render has specified a \$15,000 endowment in her revocable trust to be received by the Foundation upon her death. The Vincent Render Memorial Scholarship Endowment Fund is to provide scholarship support to a resident of Henderson or Transylvania County who has at least a 2.0 grade point average and is pursuing a career in the skilled trades. First preference for the scholarship award is given to a minority student (African American, Asian, Native American or Hispanic); it may then be awarded to another if no qualified minority student applies.

At their meeting on April 27, 2016, Blue Ridge Community College Educational Foundation Board of Directors appointed its 2016-2017 officers: President James "Jim" W. Rudisill, Vice President C. Donald "Don" Holder, Secretary Cindy N. Walker, Assistant Secretary Molly A. Parkhill, Treasurer Hilliard Staton, Assistant Treasurer Carolyn W. Alley, and Executive Director Ann F. Green. Terry B. Andersen and Kaylyn "Katie" I. Siegmund were reappointed for a second three-year term. Dr. Raymond A. Stone was appointed as a new director beginning July 1.

At their April meeting, the Board of Directors ratified the actions of the Audit Committee to engage Carter, P.C. for the 2015-2016 audit. Preliminary audit work is scheduled for June 22, 2016, with fieldwork scheduled for the week of July 11.

Ms. Green asked Trustees to mark their calendars for the upcoming Foundation Appreciation Breakfast which will be at 7:45 a.m. on Wednesday, May 25.

## **Student Government Association Report**

Priya Balakrishnan, SGA President reported that the SGA on both campuses hosted Spring Picnics on their campuses, followed by an SGA Awards Ceremony, which honored all of our student leaders and their advisors. Student Activities also held a spring induction ceremony for the National Technical Honor Society in April, and Approximately 60 total students were inducted into the BRCC Honor Societies of PTK and NTHS in the 2015-2016 school year.

The Henderson County Campus SGA is working on reimagining the BRCC Bear Mascot. SGA held a “Name the Bear” Contest during the Spring Picnic, where suggestions for the name of the BRCC Bear mascot were submitted. The SGA reviewed all submissions and selected the top three names. These names were placed on a ballot and presented to students during the Advising Fair. The winning name for the BRCC Bear Mascot is “Appleton”.

The SGA has been heavily involved with the Relay for Life of Henderson County. Both the PTK and SGA have a Relay team and will be participating in the Relay for Life event at Jackson Park on May 20-21. The Henderson County Campus SGA will be hosting Relay for Life’s survivor dinner at BRCC on May 17.

SGA President, Priya Balakrishnan, had the opportunity to attend the State Board meeting in which they elected the new North Carolina Community College System President; Dr. James (Jimmie) Williamson. HCC SGA attended the N4CSGA Conference at the beginning of this month, in which they gained information on the NCCCS 2016-2017 budget priorities, leadership training and networking.

The SGA has been heavily involved with the N4CSGA on their issue of the year, which is “Faculty and Staff pay”. SGA distributed the statewide N4CSGA petition in support of raising faculty and staff salary on the BRCC campus and have over 200 signatures. Henderson County Campus SGA members met with Senator Apodaca earlier this month to discuss the NCCCS 2016-2017 budget priorities, and the issue of staff and teacher pay. SGA President, Priya Balakrishnan, will be traveling to Raleigh later this month to meet with the Legislature during the Short Session, to discuss the budget priorities, and to also present the statewide petition along with the N4CSGA Executive Board.

Board Members and President Parkhill thanked Priya for her hard work and dedication during her term on the Board. President Parkhill stated that Priya has recently began an internship with the Henderson County Partnership for Economic Development.

## **Old Business**

No old business

### **Approval of Revised 2016-2017 Henderson County Operating Budget**

Chairman McCormick informed Trustees that the revised 2016-2017 Henderson County Operating Budget reflects an increase of 17% for the new Health Sciences Building. President Parkhill stated the Board had approved the budget at their March meeting however, the County has requested that the College provide annual maintenance and custodial/housekeeping for the new Health Sciences Building. Dr. Parkhill provided details on the additional cost and revised operating budget.

President Parkhill informed the Board that the Henderson County Manager did present the College's budget to the Commissioners and recommended full funding. The next Henderson County Commissioners meeting will be a public hearing on May 18 at 9 a.m. Dr. Parkhill stated that she will be in Raleigh on that day, however Peter Hemans and Carolyn Alley will be attending on her behalf. Trustees were invited to attend.

After discussion and all questions were addressed, Chip Gould made a motion to approve the revised 2016-2017 Henderson County Operating Budget as presented. It was seconded by Betty Gash and passed unanimously.

### **Authorization for Normal Operating Expenses for 2016-2017**

Chairman McCormick requested approval to authorize the president, through interim provisions, to pay salaries and other ordinary expenses of the institution for the interval between the beginning of the fiscal year and the adoption of the budget resolution. Chairman McCormick stated this is pursuant to NC General Statute 115D-57. Jeremy Gibbs made a motion to approve the authorization for normal operating expenses as presented. It was seconded by Mark Morse and passed unanimously.

### **Approval of Continuing Education Internal Audit Plan**

Chairman McCormick informed Board Members that a copy of the Internal Audit Plan for the Continuing Education Department was posted to the Web site for their review. President Parkhill stated that, as required by the state, the Board must review and approve this internal audit plan every three years. Dr. Parkhill informed Trustees that there were no changes to the plan, which was last approved by the Board in March 2013. After discussion and all questions were addressed, Dee Dee Perkins made a motion to approve the Internal Audit Plan as presented. It was seconded by Kohlan Flynn and passed unanimously.

### **Approval of 2016-2017 Specific Fees and Live Projects**

President Parkhill reviewed with Trustees the fee increases for the 2016-2017 Specific Fees and Live Projects. After all questions were addressed, Kelly Leonard made a motion to approve the 2016-2017 Specific Fees and Live Projects as presented. It was seconded by Andrew Tate and passed without dissent.

### **Approval of Write-offs of Delinquent Accounts Receivable and Student Loans**

Chairman McCormick presented information on the Delinquent Accounts Receivable and Student Loans Write-offs and stated this must be approved by the Board annually. After discussion and all questions were addressed, Kohlan Flynn made a motion to approve the Delinquent Account Receivable and Student Loans write-offs as presented. It was seconded by Dee Dee Perkins and passed unanimously.

### **Approval to Accept Carl D. Perkins Allotment 2016-2017**

Chairman McCormick informed Trustees that in order to accept our allotment under the Carl D. Perkins act, the College is required to have Board approval. Mr. McCormick reviewed with Board Members the 2016-2017 allotment of \$97,587.57. All questions were addressed. Bill Ramsey made a motion to approve the Perkins Allotment for 2016-2017 as presented. It was seconded by Betty Gash and passed unanimously.

### **Review of Level II Instructional Service Agreement**

Chairman McCormick briefly described the Level II Service Agreements with Brunswick Community College for fall 2016, which were posted to the Board website for review.

### **Review of New Employee**

Chairman McCormick reviewed the new employee listing which was posted to the Board web site prior to the meeting. Mr. McCormick commented on the exceptional candidates that the College is fortunate to recruit. President Parkhill informed Trustees that all are replacement positions.

### **Review of Request for Use of Alcohol at Special Events**

Chairman McCormick informed the Board of the following request for use of alcohol at special events:

- Pardee Hospital Foundation – A Black Tie Affair  
June 11, 2016

### **NCACCT Law Seminar Update**

Pat Jones and Josh Hallingse presented briefly on the NCACCT Law Seminar they attended. Both Trustees agreed that this was a very informative and beneficial seminar for board members.

### **Board Nomination Forms Distributed**

Chairman McCormick informed the Board that nomination forms for 2016-2017 had been posted to the Board web site. Trustees were asked to complete the nomination form indicating their interest in servings as a board officer and their committee preferences. Completed forms need to be returned to Brenda Conner.



Nominating Committee Chairman, Duke Woodhull stated that the forms need to be returned by June 6<sup>th</sup> as the Committee will meet in mid-June and will report back to the full Board at the July meeting.

### **Evaluation of Board Effectiveness Forms Distributed**

Chairman McCormick informed Trustees that the Board Evaluation of Effectiveness form had been posted to the Board web site. All Trustees were asked to complete the form and return it to Brenda Conner by the middle of June.

### **Resolution for Oklawaha**

Chairman McCormick informed Trustees that a Resolution of Support for the Oklawaha Greenway was posted to the Board website prior to the meeting. He stated that this greenway would be very beneficial to the College. After discussion and all questions were addressed, Mark Morse made a motion to approve the resolution as presented. It was seconded by Kohlan Flynn and passed without dissent.

### **Comments by the Board Members**

Chip Gould made a motion to go into closed session pursuant to North Carolina General Statute section 143-318.11(a) (1) and (a) (3) to discuss confidential personnel matters and matters covered by the attorney-client privilege pursuant to North Carolina General Statute section 115D-27. The motion was seconded by Betty Gash and passed without dissent.

Upon returning to open session, Kohlan Flynn made a suggestion that it would be helpful to Trustees if laptops and/or tablets were made available to Trustees at board meetings to view meeting documents. He noted that sometimes it was difficult to see the documents projected on the meeting room screen.

Andrew Riddle provided comments on the “Writings from the Ridge” that was distributed to Trustees. Discussion arose concerning academic freedom and censorship.

There being no further business, Kohlan Flynn made a motion to adjourn the meeting. It was seconded by Mark Morse and passed unanimously.

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Chairman

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Secretary